

CLASS TITLE: CLINICAL DENTAL SERVICE COORDINATOR

Class Code: 02919400
Pay Grade: 38A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for organizing, supervising, implementing; and coordinating clinical dental public health services provided by the Division of Dental Health.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief, Division of Dental Health; work is reviewed for the application of expected professional standards, principles, methods, and techniques and for conformance to laws, rules, and regulations.

SUPERVISION EXERCISED: Supervises and evaluates the work of consultant dentists and auxiliaries employed in clinical dental programs sponsored by the division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate services provided by consultant dentists employed in the various dental care programs sponsored by the Division of Dental Health.

To collect program data for analysis.

To work with school nurses, administrators, and teaching personnel to improve dental treatment for school children and adults.

To assist in conducting and evaluating clinical surveys.

To prepare necessary reports.

To perform quality review of clinical services provided by consultant dental personnel.

To assist consultant dentists in the diagnosis and treatment of patients.

To review diagnoses and treatment plans of patients participating in programs sponsored by the division.

To deliver lectures and talks on dental health to civic and school groups.

To provide instruction in oral hygiene for children and adults.

To assist in organizing dental and lay groups in support of dental health programs.

To perform specific clinical duties as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of corrective and preventive dentistry and skill in application of such principles, practices and techniques in the field of Public Dental Health; a thorough knowledge of clinical procedures and techniques as applied to dental treatment for children and the ability to instruct and advise consultant dentists and other clinic personnel in such procedures and techniques; a thorough knowledge of specialized dental equipment, instruments and materials used in corrective and preventive dentistry and other clinic personnel in the use of such equipment, instruments and materials; a familiarity with biostatistics and the ability to apply such knowledge in the collection, recording, analysis interpretation of dental health data; the ability to conduct educational programs in dental public health; and the ability to conduct dental health surveys and to prepare and present the acquired information orally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a dental school approved by the American Dental Association and the Board of Dental Examiners and accredited by a regional or national accrediting agency; and

Experience: Such as may have been gained through: considerable employment and experience in general dentistry including at least two years experience in a dental public health program.

SPECIAL REQUIREMENT: Must meet established requirements of the Rhode Island Department of Health to practice dentistry in Rhode Island and must maintain such requirements as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03